

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Water Conservation Officer

BAND	GRADE	
NE	618	
DEPARTMENT:	ACCOUNTABLE TO:	FLSA STATUS:
Public Works	Water Resources Coordinator	Non-Exempt
CLASS SUMMARY: Incumbents are responsible for performing journey level work related to water conservation. Duties include: performing residential and business water audits; reading water meters; leak detection; and, educating the public on water conservation.		
DISTINGUISHING CHARACTERISTICS: The Water Conservation Officer is a stand alone classification. The Water Conversation Officer is distinguished from other classifications due to the unique duties performed specific to the water function and public information responsibilities.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Investigates high water consumption at businesses and residences.	Daily	
2.	Audits old water meters that show low water consumption; recommendations replacement program.	Daily	
3.	Conducts water audits; assists in resolving high consumption disputes with the public.	Daily	
4.	Prepares and presents educational programs on water conservation to the public, schools and community groups to include: developing lesson plans, determining presentation methods, determining the target audience and selecting instructional materials.	Weekly	
5.	Develops informational and instructional material; writes and prepares written reports of programs ensuring classes are documented.	Weekly	
6.	Assists in establishing program priorities, objectives and goals; assesses program effectiveness.	Annually	

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7.	Assists in preparing budget requests for instructional and educational classes to include determining program development costs and delivery expenses. Assists in preparing funding and grant proposals and identifies public and private funding sources.	Monthly	
8.	Distributes and/or provides educational materials to the public, schools or other community groups.	Weekly	
9.	Reviews weekly meter reading exception listings.	Weekly	
10.	Conducts research on water conservation issues and assists in the preparation of City ordinances.	As Required	
11.	Issues citations for water theft, excessive waste, and unlawful use as defined by City ordinance. Performs other duties of a similar nature or level.	As Required	
12.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Methods, materials and equipment used in water maintenance;
- Irrigation and water systems;
- Water meter operations and maintenance;
- Safety precautions;
- City codes and ordinances, and water systems regulations;
- Funding sources;
- Lesson plan concepts and theories;
- Audio/visual equipment;
- Presentation techniques;
- Learning characteristics of age groups;
- Water conservation instructional and educational presentations.

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Skills (position requirements at entry):

Skill in:

- Inspecting water use fixtures;
- Using hand tools;
- Using testing equipment;
- Using computers and related software applications;
- Establishing and evaluating program goals and objectives;
- Teaching and/or providing instruction to all age groups;
- Giving presentations;
- Organizing and scheduling classes;
- Using audio/visual equipment;
- Gathering, organizing and evaluating data and information;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and three years of experience working in a similar environment performing duties such as those listed above; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona Driver's License.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, odors, dusts, extreme temperatures, work space restrictions and travel.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently to move objects.

Classification History:

Draft prepared by Human Resources (skm)

Date: 06/04

Revised 10/06 (jls); 07/07 (jls)

Rev. 07/07